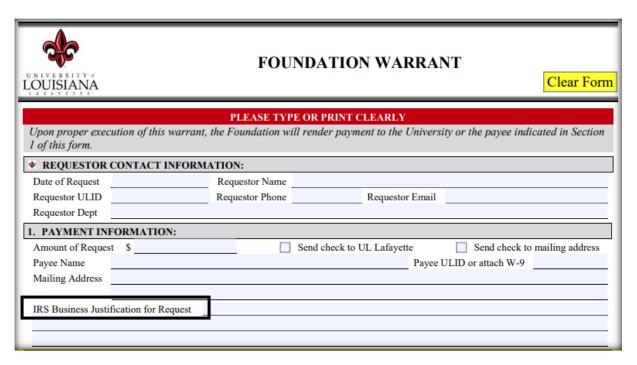


FOUNDATION WARRANT DOs and DON'TS

- 1. **Do not** route a "fillable" pdf through email for approvals, you should print the document to pdf prior to attaching to an email. Fillable pdfs can be manipulated and changed during the routing process.
- 2. **Do not** send the requested documentation as a "secure" pdf, only submit as an unsecured pdf. Secured pdfs cause numerous issues throughout the approval process due to email permissions and restrictions.
- 3. Obtain the dean or department head's approval **prior** to submitting to <u>warrants@louisiana.edu</u>.
- 4. Include and attach **all** supporting documentation to the foundation warrant prior to submitting to warrants@louisiana.edu
 - a. Required Documentation for Travel
 - Approved Pre-approval of travel report or Unforeseen Expense Report (from Chrome River)
 - Itemized receipts
 - **♦** LaCarte Card statement
 - ♦ Meal receipts must be itemized to include proof of payment. If paid a meal allowance, an itemized meal receipt with proof of payment is still required to be provided
 - Mileage reimbursement must include a map of the destination from, the destination to, and the total miles for the calculation of reimbursement
 - Donor meal reimbursements must include a list of guests and reason for visit with the donor
 - Always include the IRS Business Justification reason/purpose within section 1 of the foundation warrant



5. Include a **detailed description** of the warrant in the body of the email prior to submitting to dean or department head and to <u>warrants@louisiana.edu</u>. The body of the email should include, at a minimum, the amount of the reimbursement and the payee.



FOUNDATION WARRANT DOs and DON'Ts

a. If you are sending a single warrant for approval, please follow the email format below:

Good Morning/Afternoon,

Please approve the attached Foundation Warrant to reimburse \$201.60 to UL/Dr. Cajun for charges to Dr. Cajun's LaCarte.

Thank you, A Smith

b. If you are sending multiple warrants for approval, please follow the email format below by listing each warrant's information:

Good Morning/Afternoon,

Please approve the following:

Ragin Cajun Store \$1,000.00 – embellishments on apparel for John Doe

Ragin Cajun Store \$200.00 - printer ink charged on John Smith's LaCarte Card

Cox \$900.00 – cable services for finance department

John Doe \$750.00 – broadcast specialist for basketball

Thank you, A Smith

- 6. If you are reimbursing a fund that begins with 24 or another fund that is foundation supported, upload a copy to the requisition or Chrome River report once the department head approves the warrant. This will inform the Comptroller that the reimbursement process has begun and the requisition/expense report will be approved.
- 7. **Always** respond to emails for supporting documentation or information received from Melanie Lindon or Paulette Gilger. A non-response will delay the foundation reimbursement process and the department or individual will not be reimbursed, or funds may be deducted directly from an employee through a payroll deduction.